

Professional and Managerial Branch
Cultural Group
Library Series

CHILDREN'S SERVICES SPECIALIST

09/89

Summary

Under direction, plans, implements and manages library programs for children; performs related duties as required.

Typical Duties

Develops and implements library programs for children, such as story telling, book talks, reading programs and film and multimedia programs; plans and conducts programs to encourage reading and use of library facilities; recommends the acquisition of books, periodicals and audio-visual materials of interest to children; maintains liaison with schools, parents and community groups to assist in program development; assists children, parents and teachers in selecting and locating library materials; prepares exhibits, bibliographies and news releases; coordinates children's' programs throughout the El Paso Public Library System.

Supervises, trains and evaluates assigned personnel; enforces established rules and regulations, standards of conduct and work attendance and safe working practices and procedures; maintains records and prepares reports.

Minimum Qualifications

Training and Experience: Graduation from a college or university accredited by the American Library Association with a Master's Degree in Library Science and four years professional library work experience, including one year providing library services to children; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, methods and techniques of library operations as they pertain to library programs for children; good knowledge of the vendors of children's publications and materials; good knowledge of computer-based library services; some knowledge of supervisory techniques, standards of conduct and work attendance and safe working practices and procedures.

Ability to plan, develop and implement library programs for children; ability to supervise, train and evaluate assigned personnel; ability to establish and maintain effective working relationships with fellow employees, children and the general public; ability to express oneself clearly and concisely, both orally and in writing; ability to maintain records and prepare reports.

Skill in meeting and dealing effectively with children and the public.

Special Requirements: Bilingual (English/Spanish) desirable.

Director of Personnel

Department Head